Supervision Mission

The AfDB & the SFD

The Organic Clusters Project

Minutes meeting 25th July, 2016:

Recruitment of new staff:

Action Points:

1. Hiring Field Officers. Requested new CVs, instead of the ones sent to the AfDB. **(Dr. Rafaat Abbas & Ehab**)
2. Sending a request to the Human Resources department to bring more CVs for the Field Officer consultant. **(Dr. Rafaat Abbas & Howaida**)
3. Going through the Policy Expert work-plan for the coming year; Sustainability, Support the Economic growth to the country, Branding, Product-Testing, Product development. Establishing developmental programs, entrepreneurship.
4. Expected a paper plan for the coming National Strategy Cluster Development. (**Dr. Ezzat)**

Restructuring for the Project Completion:

5. Restructuring needs justifications till approval.
6. Revising the Results framework & monitoring; as requested by the AfDB the National Strategy for Cluster development ToRs, needs some inputs submitted based on the results achieved before, in order to help to bringing better framework for policy making.
7. Full dissemination of the policy recommendations of the studies to the stakeholders should be done.
8. No preference given to ICs over the CQS procurement phase as recommended by the AfDB.
9. No more procurement suggested for the ending phase of the project.

Action Points:

10. Mobile Units to be estimated a value for a remaining budget to be used. (**Dr. Rafaat Abbas & Howaida**)
11. Line item; 4.b needs a date changes in the first 3 columns ToRs…etc. **(Fatma)**
12. Line item 5 (a.b) to be adjusted into line item 5 only. (included budgets) **(Marwa & Ehab).**

13. Line item 5.b to be handled to the Policy Expert. **(Dr. Rafaat Abbas & Ehab**)
14. Line item 6.a remains as it is for QGIS.
15. Line item 6.b Accepted for digital solutions (bar coding & other tools) **(Marwa & Ehab).**
16. Line item 7.a cancelled.
17. Going through the main studies for the project; the best practices, the mapping (undergoing), the potential growth (undergoing), the diagnostic studies, branding (capacity building activity), the export procedures (capacity building activity) and recommended finally the establishment of the Federation for the Furniture Cluster in Damietta. **(Fatma)**
18. Line item 10.a : to be done, ToRs (**Ehab-CQS by End of August 20th**)\
19. 11.b to be into 11.a and 11.c cancelled.
20. Line item 12 to be ToRs submitted end of August to be handled by Policy Expert under Project Manager. (**Dr. Rafaat Abbas & Ehab**)
21. Updated the **actual dates for the PP**, besides the evaluation needed to be done in a month & sent to the AfDB.
22. Sustainability of the OCP discussed by the SFD in order to bring more qualified consultants for the OCP.
23. Updated PP to be sent to the AfDB by Thursday, End of July**. (Fatma & May)**

Project Mid-term Evaluation: (1result & 3 indicators + numbers)

Action Points:

24. Compile inter-mediate results for all the trainings by a total row to be sent to the AfDB by Beginning of August. (Planned and actual number of trainees).**(Fatma)**
25. Discuss with the OCP team, BDS pricing line item 8.a, 7.b, 15.d, 10 to bring inputs of who attended (capacity building for stakeholders). UNIDO training (cluster development training by UNIDO) to be updated with inputs & numbers. Also the branding waiting to be done and added inputs of numbers**.(Marwa & Ehab)**
26. Collect number of participants & stakeholders; from the OCP team **(Marwa & Ehab).**
27. List of participants of meetings of institutional capacity building overtime! **(get back to Ehab)**

28. Divide columns into number of participants & entities attended to Makary training, UNIDO training, Financial & Export training…etc. **(Fatma).**
29. Revise Alia El Mahdy studies for the Organic Clusters in Egypt, or the approximate production of each MSEs; after each exhibition. (Go through M&E possible means), recommended with a main focus on the Furniture & the Carpet clusters. Measure manufacturing added-value; by approximate measuring tools of increasing the MAV, on the clusters & the MSMEs level. Using the different indicators (tools) to measure impact upon the OCPs. **(Ehab)**
30. Results achieved (Quantitative tools preferably) **Component 2**: Measuring the Marketing Competencies (sales increases) upon the AfDB intervention upon the marketing skills & capacity building activities for the 2 pilot clusters, (No. of exhibitions attended, no. of sales, market related activities, marketing-based results, efficiency of clustering of each pilot, increases upon demand of BDSs from the SFD, No. NGOs participating in the capacity building activities by the SFD, First time participants of trainings, Frist time participation in exhibitions as a base for future participations, to be added all the years of the project as a record for all of the stakeholders participating activities (whether participated or not), raising awareness about OCPs, No. of newly-registered stakeholders,…etc.) **(Ehab)**
31. **Rephrasing the 3rd component** indicator title: to be Enhanced Enabling Environment for Clusters' pilot areas: (No. of increase in active BDS providers in pilot clusters, (increase of NGOs from 2 to 3 participating, the clusters in the pilot clusters; the Furniture & the Carpet), the difference between service providers & the institutions providing processes as inter-related; the Export Counseling, UNIDO, IMC..Etc. **(Marwa & Ehab)**

REEEP 2: Negotiations:

32. AfDB suggested a brief feasibility study for the 2nd phase of REEP, and asking for a grant around ($50,000-100,000). **(Dr. Rafaat Abbas & Howaida**)